

FFY02

ILCAR

The Illinois Local Capabilities Assessment for Readiness

Directions: Read Each Attribute and Emergency Function Characteristic. For each Characteristic, circle the appropriate response, Yes, No, Partial or NA (Not Applicable), indicating whether the jurisdiction currently exhibits, doesn't exhibit, partially exhibits the characteristic, or if the characteristic is not applicable to the jurisdiction. Totals "by page" can be tracked in the bottom right corner of each page. After completing the self-assessment section, continue by completing the ILCAR Results form. Directions for the form are included in the foreword to this document and within the form itself.

EMF 1 - LAWS AND AUTHORITIES

Attribute 1.1 **A legal basis for the establishment of an emergency management organization and the implementation of an emergency management program exists in local law/ordinance, and is consistent with the Illinois Emergency Management Agency Act, 20 ILCS 3305.**

Characteristics

- Yes Partial No NA 1.1.1 The Local Emergency Management Organization's responsibility is legally established in State/local law.
- Yes Partial No NA 1.1.2 The capability for the declaration of a Local Proclamation of Emergency or Disaster exists.
- Yes Partial No NA 1.1.3 The jurisdiction has adopted an executive order or other mechanisms for coordination among local agencies.
- Yes Partial No NA 1.1.4 Development of interagency mutual aid agreements, including specific provisions (e.g., liabilities, responsibilities, participants, review process) is consistent with the Illinois Emergency Operations Plan.
- Yes Partial No NA 1.1.5 Legal authority for evacuations is defined.
- Yes Partial No NA 1.1.6 Legal authority for in place sheltering/quarantine is defined.
- Yes Partial No NA 1.1.7 Local law exists that enables adoption and enforcement of building/fire codes and land-use ordinances at the local government level.

Attribute 1.2 **Legal authorities exist in local laws/regulations for Continuity of Government (COG) activities.**

Characteristics

- Yes Partial No NA 1.2.1 The Chief elected/appointed official's emergency powers are outlined in local law.
- Yes Partial No NA 1.2.2 Legal authorities exist for a line of succession for the Chief elected/ appointed official.
- Yes Partial No NA 1.2.3 Legal authorities, proclamations, and/or executive orders exist for a line of succession for the heads of local departments and agencies.
- Yes Partial No NA 1.2.4 Legal authorities exist for successors to have predelegated authorities to take emergency actions during an emergency.
- Yes Partial No NA 1.2.5 Legal authorities exist for the preservation of vital local records.

EMF # 1 Total "Yes" Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".

EMF # 1 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 1 Total "Partial"	<input type="text"/>	Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

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Characteristic # and Comments:

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EMF 2 - HAZARD IDENTIFICATION and RISK ASSESSMENT

Attribute 2.1 **The jurisdiction has a methodology for identifying and evaluating natural, technological, and human-caused hazards within its jurisdiction.**

Characteristics

Yes Partial No NA 2.1.1 The jurisdiction identifies all hazards and the likelihood of their occurrence (hazards to be considered shall include, but not be limited to, natural, technological, and human events).

Yes Partial No NA 2.1.2 Hazards identified by State agencies such as Illinois State Geologic Survey, Illinois Department of Natural Resources, and Illinois Department of Transportation are included in the process.

Yes Partial No NA 2.1.3 Hazards identified by other local and community departments and agencies are included in the process.

Yes Partial No NA 2.1.4 Hazards identified by Federal departments and agencies are included in the process.

Yes Partial No NA 2.1.5 Hazards identified by private sector organizations are included in the process.

Yes Partial No NA 2.1.6 Hazards are assimilated into a common format, such as a digital GIS, for comparative evaluation.

Attribute 2.2 **The jurisdiction assesses the vulnerability and risk of people and property to the hazards identified.**

Characteristics

Yes Partial No NA 2.2.1 The jurisdiction uses a scientifically sound risk assessment methodology.

Yes Partial No NA 2.2.2 Structural inventory data (critical facilities, residential and commercial structures, lifelines, transportation, commercial industrial, etc.) is collected from available sources and assessed.

Yes Partial No NA 2.2.3 Demographic data (daily population patterns, traffic patterns, seasonal population changes, special needs populations) is collected from public and private sources and assessed.

Yes Partial No NA 2.2.4 The risk assessment includes historic information for all disasters.

Yes Partial No NA 2.2.5 The risk assessment is used as the basis for both mitigation and emergency operations planning.

Yes Partial No NA 2.2.6 A life cycle plan has been developed and implemented to insure that demographic and structural inventory data is regularly updated.

EMF # 2 Total "Yes"	<input type="text"/>	Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 2 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
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EMF 3 - HAZARD MITIGATION

Attribute 3.1 **The jurisdiction has established a pre-disaster hazard mitigation program.**

Characteristics

Yes	Partial	No	NA	3.1.1	The jurisdiction participates in all State mitigation programs for which it is eligible.
Yes	Partial	No	NA	3.1.2	The jurisdiction participates in the National Flood Insurance Program.
Yes	Partial	No	NA	3.1.3	The jurisdiction has the capability to track areas of repetitive loss in both declared and non-declared events.
Yes	Partial	No	NA	3.1.4	The jurisdiction develops a mitigation strategy based on the results of the HIRA, program assessment and operational experience to eliminate or mitigate the effects of hazards.
Yes	Partial	No	NA	3.1.5	The jurisdiction provides incentives that encourage mitigation activities sponsored by public and private sector partnerships.
Yes	Partial	No	NA	3.1.6	The mitigation strategy considers, but is not limited to, the use of appropriate building construction standards; hazard avoidance through appropriate land-use practices; relocation, retrofitting, or removal of structures at risk; and, removal or elimination of the hazard.
Yes	Partial	No	NA	3.1.7	The jurisdiction implements mitigation projects and/or initiatives with or without State grant assistance, according to a plan that sets priorities based on the highest potential for damage.
Yes	Partial	No	NA	3.1.8	The jurisdiction provides policy leadership and coordination promoting hazard mitigation programs and initiatives.
Yes	Partial	No	NA	3.1.9	The jurisdiction provides technical assistance to business and industry for developing and implementing mitigation strategies.

Attribute 3.2 The jurisdiction participates in the IDNR/OWR Dam Safety Program.

Characteristics

Yes	Partial	No	NA	3.2.1	The jurisdiction participates in State inspections (performed under the supervision of a State registered professional engineer) at least once every 5 years of all dams and reservoirs that would pose a significant threat to human life and property in case of failure.
Yes	Partial	No	NA	3.2.2	In the event of a dam failure, emergency procedures exist that are consistent with the local Emergency Operations Plan (EOP).
Yes	Partial	No	NA	3.2.3	The jurisdiction participates in the development of the facility's Emergency Action Plan (EAP).

Attribute 3.3 The jurisdiction manages the post-disaster mitigation activities.

Characteristics

Yes	Partial	No	NA	3.3.1	Procedures exist for handling the surge in building permit requests after an event.
Yes	Partial	No	NA	3.3.2	Procedures exist for the post disaster inspection of damaged and potentially damaged structures.
Yes	Partial	No	NA	3.3.3	Procedures for post-disaster mitigation activities include the environmental aspects.
Yes	Partial	No	NA	3.3.4	The jurisdiction identifies mitigation opportunities during the development of the Disaster Survey Report.
Yes	Partial	No	NA	3.3.5	The jurisdiction follows established State procedures for including local post-disaster mitigation projects into the State Hazard Mitigation Grant Program (HMGP).
Yes	Partial	No	NA	3.3.6	The jurisdiction develops a strategy for HMGP cost-share requirements.
Yes	Partial	No	NA	3.3.7	The jurisdiction modifies the Mitigation strategy based on disaster experience.

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EMF 4 - RESOURCE MANAGEMENT

HUMAN RESOURCES

Attribute 4.1 The Local Emergency Management Organization has the human resources required to carry out assigned day-to-day responsibilities.

Characteristics

Yes Partial No NA 4.1.1 A Director/Coordinator is appointed and a notice of appointment card is on file with the IEMA Regional Coordinator.

Yes Partial No NA 4.1.2 The Local Emergency Management Organization has adequate staffing.

Yes Partial No NA 4.1.3 Local jurisdiction staff is provided adequate training opportunities for professional development to enhance their emergency management qualifications.

Yes Partial No NA 4.1.4 Jurisdiction staff is adequately trained in the fiscal management aspects of an emergency management program.

Yes Partial No NA 4.1.5 The emergency management staff has the skills to obtain, distribute, and manage State emergency management grant programs.

Yes Partial No NA 4.1.6 Jurisdiction staff is adequately trained to efficiently acquire, manage, upgrade equipment, technology, support services, and property assets.

Attribute 4.2 The Local Emergency Management Organization has the human resources required to carry out assigned emergency responsibilities.

Characteristics

Yes Partial No NA 4.2.1 Local staff has specific emergency assignments as part of their written job description in the event of an emergency or disaster.

Yes Partial No NA 4.2.2 Staff is trained and qualified to fulfill local responsibilities under State and Federal declarations.

Yes Partial No NA 4.2.3 The Local Emergency Management Organization has the capability to obtain trained personnel from the jurisdiction's other agencies for augmentation.

Yes Partial No NA 4.2.4 Mutual aid agreements/Memorandums of Understanding are in place with other jurisdictions to obtain trained personnel for augmentation.

Attribute 4.3 The jurisdiction has a system in place to manage solicited and convergent volunteers.

Characteristics

Yes Partial No NA 4.3.1 The jurisdiction has identified the legal liabilities associated with the use of solicited and convergent volunteers during disasters.

Yes Partial No NA 4.3.2 The jurisdiction has developed policies and procedures to lessen the liability associated with the use of solicited and convergent volunteers.

PHYSICAL RESOURCES

Attribute 4.4 Local agencies are assigned responsibility for coordinating resource management issues in the Emergency Operations Plan (EOP).

Characteristics

- Yes Partial No NA 4.4.1 Responsibilities of local departments or agencies are identified in the EOP.
- Yes Partial No NA 4.4.2 Responsibilities of the private sector are identified in the EOP.
- Yes Partial No NA 4.4.3 Responsibilities of volunteer agencies and organizations are identified in the EOP.
- Yes Partial No NA 4.4.4 Procedures are developed to allocate resources based on established priorities.
- Yes Partial No NA 4.4.5 The local jurisdiction has identified the resource requirements to maintain operations at critical infrastructure facilities during disasters (e.g., backup generators).

Attribute 4.5 Resource inventories are developed and kept up to date.

Characteristics

- Yes Partial No NA 4.5.1 Local agencies update resource inventories and maintain a list of main resource supply points.
- Yes Partial No NA 4.5.2 The local jurisdiction has developed procedures to request and coordinate local government and private sector personnel and equipment.
- Yes Partial No NA 4.5.3 The Local Emergency Management Organization maintains liaison with local agencies that have primary responsibility for resources in short supply and helps coordinate requests for assistance.

Attribute 4.6 Mutual Aid Agreements are addressed in the Local Plan.

Characteristics

- Yes Partial No NA 4.6.1 The local jurisdiction participates in a Statewide Emergency Management Mutual Aid Agreement (Emergency Management Assistance Compact (EMAC) concept).
- Yes Partial No NA 4.6.2 Mutual Aid agreements/compacts are developed with neighboring jurisdictions.
- Yes Partial No NA 4.6.3 Mutual Aid agreements are developed with private sector businesses and industries.
- Yes Partial No NA 4.6.4 Guidance and assistance is provided to local government agencies to develop Mutual Aid agreements/compacts.

Attribute 4.7 The jurisdiction has a knowledge of State resources that the local jurisdiction can expect under activation of the Illinois Emergency Operations Plan.

Characteristics

- Yes Partial No NA 4.7.1 Personnel are trained on the provisions of the Illinois Emergency Operations Plan.
- Yes Partial No NA 4.7.2 The jurisdiction complies with established procedures for requesting State resources.
- Yes Partial No NA 4.7.3 The jurisdiction provides guidance to departments/agencies on procedures to receive resources during a disaster.

		Attribute 4.8	Staging areas have been pre-identified throughout the jurisdiction for receiving resources in the event of an emergency.
		Characteristics	
Yes	Partial	No	NA
4.8.1	Locations throughout the jurisdiction are identified, and arrangements made for use, as staging areas for receipt and distribution of critical resources.		
4.8.2	Personnel are assigned to staff staging areas.		
4.8.3	SOPs are developed to manage the receipt and distribution of resources at staging areas.		
4.8.4	The Local EOP identifies the locations of State mobilization centers and staging areas.		
		Attribute 4.9	The jurisdiction has acquired appropriate and sufficient equipment for response to Weapons of Mass Destruction (WMD) terrorism incidents.
		Characteristics	
4.9.1	Available HAZMAT response resources are sufficient for a WMD terrorism incident requiring mass decontamination.		
4.9.2	Available responders have sufficient quantities of protective clothing (Levels C, B and A) and the corresponding breathing apparatus.		
4.9.3	Available HAZMAT response resources are adequately equipped and able to detect and monitor radiation levels.		
4.9.4	Available HAZMAT response resources are adequately equipped and able to identify a wide variety of chemical agents, including nerve, blister, blood and choking agents.		
4.9.5	Available response resources are adequately equipped and able to detect and make preliminary identification of biological agents, including but not limited to anthrax, smallpox, tularemia, Q fever and VEE.		
4.9.6	The jurisdiction has identified other WMD-capable response teams and WMD-related equipment sources, such as private/corporate, intrastate, and military.		
4.9.7	The jurisdiction has the capability to obtain adequate pharmaceuticals in the event of a WMD incident.		
4.9.8	The jurisdiction has identified the resource requirements (personnel and equipment) for site remediation.		
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EMF 5 - PLANNING		
MITIGATION PLANNING		
Attribute 5.1 A comprehensive Mitigation Plan has been developed.		
Characteristics		
Yes Partial No NA	5.1.1	The Plan identifies hazards by associating them with a geographic location, a geological feature (e.g., river, earthquake fault), and a political jurisdiction.
Yes Partial No NA	5.1.2	A scale is used to identify the likelihood of each hazard-related event.
Yes Partial No NA	5.1.3	Based upon location, potential magnitude, and likelihood of an event, the jurisdiction has estimated: the number of people at risk from each hazard; the number of buildings, by type, at risk from each hazard; the number and type of critical facilities at risk from each hazard; and, the type of infrastructure at risk from each hazard.
Yes Partial No NA	5.1.4	The Plan contains a description and analysis of the local hazard management policies, programs, and capabilities to mitigate the hazards in the area.
Yes Partial No NA	5.1.5	The Plan contains hazard mitigation goals and objectives and proposed strategies, programs, and actions to reduce or avoid long term vulnerability to hazards.
Yes Partial No NA	5.1.6	The Plan contains statements of goals and objectives related to the local mitigation planning program.
Yes Partial No NA	5.1.7	The Plan contains a method for annual evaluation and updating.
Yes Partial No NA	5.1.8	The Plan contains long-term recovery strategies, including sustainability issues and corresponding resources to address them.
Yes Partial No NA	5.1.9	The Plan contains strategies, programs, and actions to reduce or avoid long-term vulnerability to those hazards identified.
Yes Partial No NA	5.1.10	The Plan prioritizes projects and/or initiatives based on the greatest opportunity for loss reduction.
Yes Partial No NA	5.1.11	The Plan documents how specific mitigation actions can contribute to overall risk reduction.
Yes Partial No NA	5.1.12	The Plan addresses an education and outreach strategy.
Yes Partial No NA	5.1.13	The Plan is modified based on pre- and post-disaster mitigation requirements.

EMERGENCY OPERATIONS PLANNING			
Attribute 5.2 The jurisdiction has developed an Emergency Operations Plan (EOP) that prescribes roles and responsibilities during disaster operations.			
Characteristics			
Yes	Partial	No	NA
5.2.1	The EOP has functional annexes, hazard-specific annexes where appropriate, and has been promulgated by the Chief elected/appointed official.		
5.2.2	A plan maintenance program has been established, including a schedule for updating annexes and SOPs.		
5.2.3	The EOP interfaces with all appropriate State/local plans.		
5.2.4	Voluntary organizations' emergency plans interface with the EOP.		
5.2.5	The EOP addresses the response to all hazards identified in the Hazard Identification and Risk Assessment.		
Attribute 5.3 Direction, Control and Coordination is addressed in the EOP.			
Characteristics			
5.3.1	Roles and responsibilities of organizations and individuals are described.		
5.3.2	Coordination links between State, local and private sector organizations that are part of the overall response organization are identified.		
5.3.3	The primary and alternate Emergency Operating Centers (EOCs) are identified.		
5.3.4	Mobile or fixed EOCs are established with appropriate coordination links to the local EOC.		
5.3.5	Alternate methods of communication have been identified for Direction, Control and Coordination.		
Attribute 5.4 Alerting and Notification is addressed in the EOP.			
Characteristics			
5.4.1	Primary and alternate alerting and notification systems are established.		
5.4.2	Roles and responsibilities for alerting and notification are addressed in the Plan (e.g., primary/secondary agency, levels of alert status based on situation).		
5.4.3	Alerting and notification SOPs are reviewed and updated at least annually.		
5.4.4	Primary and alternate systems are tested on a regular basis.		
Attribute 5.5 Warning is addressed in the EOP.			
Characteristics			
5.5.1	Primary and alternate warning systems are established.		
5.5.2	Roles and responsibilities assigned to local individuals and organizations are described.		

Yes	Partial	No	NA	5.5.3	The EOP addresses the Emergency Alert System (EAS) and backup warning systems.
Yes	Partial	No	NA	5.5.4	A regular schedule for testing and maintenance of the warning system(s), and training of personnel is addressed in the EOP.
Yes	Partial	No	NA	5.5.5	The EOP describes procedures for warning special locations (e.g., schools, hospitals, nursing homes, business/industry, etc.).
Yes	Partial	No	NA	5.5.6	The EOP describes procedures for warning special needs populations (e.g., hearing impaired, etc.).
Yes	Partial	No	NA	5.5.7	Warning SOPs and checklists are developed and updated at least annually.

Attribute 5.6 Communications is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.6.1	The roles and responsibilities for communications are addressed in the EOP.
Yes	Partial	No	NA	5.6.2	A current inventory of local communications resources/capabilities is maintained.
Yes	Partial	No	NA	5.6.3	Communications SOPs and checklists are developed and updated at least annually.
Yes	Partial	No	NA	5.6.4	The EOP includes a schedule for communications equipment testing and maintenance.
Yes	Partial	No	NA	5.6.5	The EOP addresses the integration of private sector/voluntary agency communications capabilities (e.g., RACES, ARES).

Attribute 5.7 Emergency Public Information (EPI) is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.7.1	Roles and responsibilities for EPI personnel, including the Emergency Public Information Officer are addressed.
Yes	Partial	No	NA	5.7.2	Prescribed information bulletins are developed for release to the media in the event of an emergency.
Yes	Partial	No	NA	5.7.3	EPI SOPs and checklists are developed, reviewed and updated at least annually.
Yes	Partial	No	NA	5.7.4	The EOP addresses the concept of a Joint Information System, including the Joint Information Center (JIC), as a location for the coordination of Local-State-Federal agency information releases.

Attribute 5.8 Resource Management is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.8.1	The roles and responsibilities for Resource Management are addressed.
Yes	Partial	No	NA	5.8.2	A concept of operations to identify, acquire, and then direct and control the flow of critical resources in an emergency is developed.
Yes	Partial	No	NA	5.8.3	The EOP addresses the prioritization strategy for resource allocation (e.g., life safety, property protection).

		Attribute 5.9 Evacuation is addressed in the EOP.
		Characteristics
Yes	Partial	No NA 5.9.1 The roles and responsibilities for evacuation are addressed.
Yes	Partial	No NA 5.9.2 The EOP identifies the authorities required to order evacuations.
Yes	Partial	No NA 5.9.3 The EOP describes procedures for evacuating special needs populations (e.g., school children, nursing home residents, etc.).
Yes	Partial	No NA 5.9.4 The EOP includes procedures to keep evacuees and the general public informed of evacuation activities and specific actions that should be taken.
Yes	Partial	No NA 5.9.5 The EOP addresses evacuation options and primary and alternate routes.
Yes	Partial	No NA 5.9.6 The EOP addresses the transportation resources required for evacuation.
Yes	Partial	No NA 5.9.7 The EOP identifies assembly areas for people without transportation.
Yes	Partial	No NA 5.9.8 The EOP is coordinated with the Mass Care Plan.
Yes	Partial	No NA 5.9.9 The EOP addresses provisions to control access to evacuated areas.
Yes	Partial	No NA 5.9.10 The EOP addresses provisions to provide security in areas evacuated.
Yes	Partial	No NA 5.9.11 The EOP addresses re-entry procedures.
Yes	Partial	No NA 5.9.12 The EOP addresses host community status of the jurisdiction for evacuees from other jurisdictions.
		Attribute 5.10 Mass Care is addressed in the EOP.
		Characteristics
Yes	Partial	No NA 5.10.1 The roles and responsibilities for the local agency(ies) charged with mass care operations are addressed.
Yes	Partial	No NA 5.10.2 Coordination between local and private sector, nonprofit, and public service organizations for mass care operations is addressed.
Yes	Partial	No NA 5.10.3 The EOP addresses local resources that may be used to support mass care operations, e.g., mass care facilities, communications, food, water, health/medical, registration, a system to reunite families, and disaster housing.
Yes	Partial	No NA 5.10.4 The EOP addresses the mass care requirements for special needs populations.
Yes	Partial	No NA 5.10.5 Mass Care planning is coordinated with the Animal Control planning to address sheltering of pets.
Yes	Partial	No NA 5.10.6 The Plan addresses the requirements of both short-term and long-term sheltering/mass care.
Yes	Partial	No NA 5.10.7 SOP's/checklists for mass care operations are developed and updated at least annually.
		Attribute 5.11 In-Place Sheltering is addressed in the EOP.

		Characteristics	
Yes	Partial	No	NA
5.11.1	The EOP identifies the person/position having authority for initiating in-place sheltering.		
5.11.2	The EOP addresses local government capabilities for in-place sheltering (e.g., public information, shelter management, special needs populations, registration).		
5.11.3	The EOP outlines the decision-making criteria used for initiating in-place sheltering.		

Attribute 5.12 Needs Assessment is addressed in the EOP.

		Characteristics	
Yes	Partial	No	NA
5.12.1	The EOP addresses the roles and responsibilities of the agency(ies) charged with conducting Needs Assessments.		
5.12.2	The EOP provides criteria to identify life support requirements, critical infrastructure needs, human needs, etc.		
5.12.3	The EOP is coordinated with allied plans such as Resource Management and Damage Assessment.		
5.12.4	The EOP addresses the differences between the Needs Assessments at various intervals [e.g., Rapid (24 hrs), Intermediate (72 hrs), Unmet (72+ hrs)].		
5.12.5	The EOP addresses the responsibility of voluntary agencies to assess the personal needs of citizens (e.g., clothing, food, medications, etc.) destroyed during the disaster event.		

Attribute 5.13 Damage Assessment is addressed in the EOP.

		Characteristics	
Yes	Partial	No	NA
5.13.1	The roles and responsibilities for damage assessment are identified.		
5.13.2	Local damage assessment teams are identified, trained, and equipped with the necessary forms, transportation, and communications.		
5.13.3	The EOP addresses assessing both public infrastructure/facilities and private property.		
5.13.4	The EOP addresses the coordination between Damage Assessment and Needs Assessment in communicating identified needs.		
5.13.5	Provisions for integrating State damage assessment teams in the event of a major disaster are addressed.		
5.13.6	Provisions for integrating Federal Rapid Needs Assessment Teams (RNAT) in the event of a major disaster are addressed.		

Attribute 5.14 Military Support is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.14.1	The EOP addresses the uses of State National Guard resources during a disaster event.
Yes	Partial	No	NA	5.14.2	The EOP addresses the uses of Department of Defense (active military units) resources during a disaster event.
Yes	Partial	No	NA	5.14.3	Staff is aware of the State procedures to request military support for both active duty units and National Guard.
Yes	Partial	No	NA	5.14.4	The EOP addresses the limitations of Military Support due to Federal/State laws [e.g., posse comitatus (Federalized assets)].

Attribute 5.15 Donations Management is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.15.1	The roles and responsibilities for the Donations Manager are addressed.
Yes	Partial	No	NA	5.15.2	The EOP has provisions for soliciting, receipt, storage, and distribution of donated goods.
Yes	Partial	No	NA	5.15.3	Donations Management planning is coordinated with allied components of the EOP such as Resource Management.

Attribute 5.16 The role of Voluntary Organizations during disasters is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.16.1	The EOP addresses the roles and responsibilities of voluntary organizations.
Yes	Partial	No	NA	5.16.2	Policies and procedures are developed for the utilization of local voluntary organizations (e.g., American Red Cross, Salvation Army, religious organizations, service organizations, etc.) during the response phase of a disaster.
Yes	Partial	No	NA	5.16.3	The role of Voluntary Organizations Active in Disasters (VOAD) is addressed in the EOP.
Yes	Partial	No	NA	5.16.4	SOPs/checklists are developed and updated at least annually.

Attribute 5.17 Response to Weapons of Mass Destruction (WMD) terrorism is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.17.1	The roles and responsibilities of local agencies for WMD terrorism are addressed in the EOP.
Yes	Partial	No	NA	5.17.2	The jurisdiction has established an Interagency Working Group (Emergency Management, Fire, Law Enforcement, Medical) to identify target hazards, develop response procedures, integrate Mutual Aid resources, identify resource shortfalls, and gather and analyze intelligence data for threat assessments.
Yes	Partial	No	NA	5.17.3	Pre-incident planning/surveys are developed for identified target sites.
Yes	Partial	No	NA	5.17.4	WMD terrorism planning addresses the staging, transportation and security issues for the movement of response assets (personnel and equipment).

Yes	Partial	No	NA	5.17.5	The EOP addresses the use of a unified command structure for multi-agency, intergovernmental response to WMD incidents.
Yes	Partial	No	NA	5.17.6	Local personnel are identified to support FBI-led command and coordination structures (e.g., Crisis and Consequence Management groups in the Joint Operations Center).
Yes	Partial	No	NA	5.17.7	The EOP addresses alerting and notifying the cognizant FBI field office and State Emergency management organization of potential terrorist incidents.
Yes	Partial	No	NA	5.17.8	Protocols exist for local consequence management agencies to obtain information on credible threats from local, State and Federal law enforcement agencies, as necessary.
Yes	Partial	No	NA	5.17.9	The EOP addresses the use of a Joint Information System for the multi-agency, intergovernmental release of information.
Yes	Partial	No	NA	5.17.10	The EOP addresses site remediation (i.e., "How clean is clean?") for the different types of WMD agents.
Yes	Partial	No	NA	5.17.11	Fact sheets and "canned" messages are developed regarding chemical and biological agents and radiation dispersal.
Yes	Partial	No	NA	5.17.12	SOPs/checklists/Field Operations Guides are developed and updated at least annually.
					Attribute 5.18 Law Enforcement is addressed in the EOP.
					Characteristics
Yes	Partial	No	NA	5.18.1	The roles and responsibilities for law enforcement agencies are identified.
Yes	Partial	No	NA	5.18.2	The coordination of law enforcement personnel during an emergency is addressed.
Yes	Partial	No	NA	5.18.3	SOPs/checklists are developed and updated at least annually.
					Attribute 5.19 Fire Protection is addressed in the EOP.
					Characteristics
Yes	Partial	No	NA	5.19.1	The roles and responsibilities for fire protection are identified.
Yes	Partial	No	NA	5.19.2	An inventory of local and Mutual Aid fire protection resources has been developed and maintained.
Yes	Partial	No	NA	5.19.3	SOPs/checklists are developed and updated at least annually.
					Attribute 5.20 Search and Rescue is addressed in the EOP.
					Characteristics
Yes	Partial	No	NA	5.20.1	The primary agency(ies) responsible for Search and Rescue are identified.
Yes	Partial	No	NA	5.20.2	Roles and responsibilities for Search and Rescue are identified.
Yes	Partial	No	NA	5.20.3	The EOP addresses the response to various types of Search and Rescue missions (e.g., wilderness, water, air, urban, below-grade, etc.)
Yes	Partial	No	NA	5.20.4	An inventory of local and Mutual Aid resources has been developed and maintained.

Yes	Partial	No	NA	5.20.5	The EOP addresses the process for requesting Search and Rescue resources.
Yes	Partial	No	NA	5.20.6	SOPs/checklists are developed and updated at least annually.
Attribute 5.21 Public Health is addressed in the EOP					
Characteristics					
Yes	Partial	No	NA	5.21.1	The roles and responsibilities for Public Health services are identified.
Yes	Partial	No	NA	5.21.2	An inventory of Public Health resources (e.g., laboratory facilities, pharmaceutical/vaccine caches, etc) is developed and maintained.
Yes	Partial	No	NA	5.21.3	Boilerplate Public Health Advisories are developed.
Yes	Partial	No	NA	5.21.4	The roles and responsibilities of allied professions (Medical, Emergency Management, etc) in Public Health emergencies are identified.
Yes	Partial	No	NA	5.21.5	Provisions for conducting analysis to determine cause, origin, and scope of epidemics are addressed.
Attribute 5.22 Medical Services is addressed in the EOP.					
Characteristics					
Yes	Partial	No	NA	5.22.1	The roles and responsibilities of the Medical community [Hospitals, Urgent Care facilities, and Emergency Medical Service (EMS), etc.] are identified.
Yes	Partial	No	NA	5.22.2	An inventory of local medical resources is developed and maintained.
Yes	Partial	No	NA	5.22.3	A plan for mass casualty/mass fatality operations is developed and coordinated among appropriate agencies and private sector organizations.
Yes	Partial	No	NA	5.22.4	The EOP addresses the mental health needs of individuals affected by a disaster.
Yes	Partial	No	NA	5.22.5	The jurisdiction has the capability to provide Critical Incident Stress Debriefing (CISD) counseling to disaster workers.
Yes	Partial	No	NA	5.22.6	The EOP addresses the inter-facility communications capabilities for coordinating the medical response to disasters.
Yes	Partial	No	NA	5.22.7	Individual facility Disaster Plans/Continuity of Operations Plans are coordinated with the jurisdiction's EOP.
Yes	Partial	No	NA	5.22.8	The role of a Disaster Medical Assistance Team (DMAT) is addressed in the EOP.
Yes	No	NA		5.22.9	The role of a Metropolitan Medical Strike Team (MMST) capability is addressed in the EOP.
Attribute 5.23 Mortuary services is addressed in the EOP.					
Characteristics					
Yes	Partial	No	NA	5.23.1	The roles and responsibilities of the Coroner/Medical Examiner are identified.

Yes	Partial	No	NA	5.23.2	An inventory of mortuary resources is developed and maintained.
Yes	Partial	No	NA	5.23.3	The jurisdiction has pre-identified temporary morgue facilities/capabilities.
Yes	Partial	No	NA	5.23.4	The role of a Disaster Mortuary Team (DMORT) is addressed in the EOP.
Yes	Partial	No	NA	5.23.5	Planning addresses the use of Personal Protective Equipment (PPE) by mortuary personnel based on the potential hazard (i.e., WMD agent).

Attribute 5.24 An Animal Control program is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.24.1	The EOP addresses provisions for the care and shelter of domesticated and non-domesticated animals in emergency situations.
Yes	Partial	No	NA	5.24.2	Provisions for emergency veterinary services are addressed.
Yes	Partial	No	NA	5.24.3	Provisions for animal disposal procedures are addressed.

Attribute 5.25 Food, Water and Commodities Distribution is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.25.1	The roles and responsibilities for Food, Water and Commodities Distribution are identified.
Yes	Partial	No	NA	5.25.2	The EOP addresses the jurisdiction's authority for preventing and/or eliminating inappropriate business practices as a result of a disaster event.
Yes	Partial	No	NA	5.25.3	Inventories of commodity resources (e.g., food sources, mass feeding resources, potable water, emergency power generators and other resources) have been identified and are maintained.
Yes	Partial	No	NA	5.25.4	Commodity distribution priorities are addressed in the EOP.
Yes	Partial	No	NA	5.25.5	Alternate solutions have been identified to reduce the impact of scarce resources.
Yes	Partial	No	NA	5.25.6	SOPs/checklists are developed and updated at least annually.

Attribute 5.26 Transportation resources are addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.26.1	The roles and responsibilities for Transportation resources are addressed.
Yes	Partial	No	NA	5.26.2	An inventory of public and private transportation resources is developed and maintained.
Yes	Partial	No	NA	5.26.3	Memorandums of Understanding/Mutual Aid Agreements with private transportation resources are developed.
Yes	Partial	No	NA	5.26.4	SOPs/checklists are developed and updated at least annually.

Attribute 5.27 Transportation incidents are addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.27.1	The EOP addresses the response to incidents involving each mode of transportation (highway, air, rail, water, pipeline).
Yes	Partial	No	NA	5.27.2	The EOP identifies the lead agency for investigating each type of transportation incident.
Yes	Partial	No	NA	5.27.3	The EOP addresses the coordination with Federal investigatory agencies [FBI, National Transportation Safety Board (NTSB), etc.]
Yes	Partial	No	NA	5.27.4	The EOP addresses the role of Family Assistance in transportation incidents.
Yes	Partial	No	NA	5.27.5	A traffic incident management plan has been developed addressing the coordinated response to highway incidents or the consequences of disasters (i.e. evacuations) to maintain traffic flow on highways.

Attribute 5.28 Energy and Utilities Services are addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.28.1	The roles and responsibilities of local Energy and Utility departments/ companies during disaster events are addressed.
Yes	Partial	No	NA	5.28.2	Each utility has identified the consequences to their respective systems based on the jurisdiction's hazards.
Yes	Partial	No	NA	5.28.3	The jurisdiction has assessed the risk to critical infrastructure systems by each utility system.
Yes	Partial	No	NA	5.28.4	The jurisdiction and the utility departments/companies have developed a critical infrastructure restoration plan.
Yes	Partial	No	NA	5.28.5	An inventory of energy and utilities resources is identified and maintained.
Yes	Partial	No	NA	5.28.6	SOPs/checklists are developed and updated at least annually.

Attribute 5.29 Public Works and Engineering Services are addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.29.1	Roles and responsibilities of Public Works and Engineering Services are addressed.
Yes	Partial	No	NA	5.29.2	Public and private resources are inventoried and maintained.
Yes	Partial	No	NA	5.29.3	Procedures for the removal and disposal of disaster-related debris and other damage from public and private lands or waters are developed.
Yes	Partial	No	NA	5.29.4	SOPs/checklists are developed and updated at least annually.

Attribute 5.30 Hazardous Materials (HAZMAT) planning is addressed in the EOP.

Characteristics

Yes	Partial	No	NA	5.30.1	Roles and responsibilities for HAZMAT response are identified.
Yes	Partial	No	NA	5.30.2	Tier 1 and Tier 2 HAZMAT facilities are identified.
Yes	Partial	No	NA	5.30.3	Pre-incident response plans are developed for each of the Tier 1 and Tier 2 facilities.

Yes	Partial	No	NA	5.30.4	A Local Emergency Planning Committee (LEPC) is established to coordinate the mandates of State and Federal HAZMAT laws.
Yes	Partial	No	NA	5.30.5	Chemical Stockpile Emergency Preparedness Plan (CSEPP) incident response plans are coordinated and reviewed annually by the State.
Yes	Partial	No	NA	5.30.6	Local Radiological Emergency Preparedness (REP) plans are coordinated and reviewed annually by the State.
Yes	Partial	No	NA	5.30.7	Public and private HAZMAT resources are identified and maintained for the response to, and recovery from HAZMAT incidents.
Yes	Partial	No	NA	5.30.8	The jurisdiction provides technical assistance to Business and Industry in developing HAZMAT response and recovery plans.
Yes	Partial	No	NA	5.30.9	SOPs/checklists/Field Operations Guides for HAZMAT operations are developed and updated at least annually.
				Attribute 5.31	The EOP addresses Emergency Action Plans (EAPs) developed by dam owners for the response required in the event of a dam-related emergency.
					Characteristics
Yes	Partial	No	NA	5.31.1	The jurisdiction provides technical assistance to the dam owners in the development of Emergency Action Plans.
Yes	Partial	No	NA	5.31.2	The jurisdiction develops response plans based on the consequences of a dam failure.
Yes	Partial	No	NA	5.31.3	Response resources are identified and updated annually.
Yes	Partial	No	NA	5.31.4	The jurisdiction maintains a copy of each Emergency Action Plan, in accordance with the State IDNR/OWR Dam Safety Program.
				Attribute 5.32	The jurisdiction has developed Continuity of Operations Plans (COOP) in the event of disaster/disruption.
					Characteristics
Yes	Partial	No	NA	5.32.1	Each department/agency has conducted an internal Hazard Identification and Risk Assessment related to their facility(ies).
Yes	Partial	No	NA	5.32.2	Each department/agency has identified their mission-critical systems and developed contingency plans in the event of a disaster/failure.
Yes	Partial	No	NA	5.32.3	Each department/agency has identified the key staff required to maintain continuity of operations in the event of a disaster at their facility.
Yes	Partial	No	NA	5.32.4	Each department/agency has developed a plan for safeguarding vital records.
Yes	Partial	No	NA	5.32.5	Each department/agency has developed their individual requirements for a relocation site to maintain operations (e.g., space, utilities, personnel, etc.).
Yes	Partial	No	NA	5.32.6	SOPs/checklists/Field Operations Guides are developed for each department/ agency.
Yes	Partial	No	NA	5.32.7	The emergency management organization provides technical assistance to other departments/agencies in the development of COOP plans.

Yes	Partial	No	NA	5.32.8	The emergency management organization provides technical assistance to business and industry in the development of COOP plans.
EMF # 5	Total "Yes"	<input type="text"/>			Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 5	Total "NA"	<input type="text"/>			Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 5	Total "Partial"	<input type="text"/>			Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 6 - DIRECTION, CONTROL & COORDINATION

Attribute 6.1 **EOC Operating Procedures are developed and tested at least annually.**

Characteristics

Yes	Partial	No	NA	6.1.1	An EOC Operations Manual is developed and maintained.
Yes	Partial	No	NA	6.1.2	An Incident Command System (ICS) or Emergency Support Function (ESF) is the foundation for Direction, Control and Coordination.
Yes	Partial	No	NA	6.1.3	EOC staff procedures, action guides and SOP's are developed and updated at least annually.
Yes	Partial	No	NA	6.1.4	Activation and deactivation of the EOC for emergency operations are defined.
Yes	Partial	No	NA	6.1.5	The duties of all EOC staff groups, including other local agency representatives, have been developed and are available to EOC personnel.
Yes	Partial	No	NA	6.1.6	Written procedures exist for information handling.
Yes	Partial	No	NA	6.1.7	EOC equipment (phones, faxes, computers, etc.) are tested and maintained and/or upgraded regularly.

Attribute 6.2 Intra-jurisdiction coordination is established between the Local Emergency Management Organization and other entities.

Characteristics

Yes	Partial	No	NA	6.2.1	Procedures for coordination are established with local elected/ appointed officials and department and agency heads.
Yes	Partial	No	NA	6.2.2	Procedures for coordination are established with the local media.
Yes	Partial	No	NA	6.2.3	Procedures for coordination are established with the local private sector business, industry and professional organizations.
Yes	Partial	No	NA	6.2.4	Procedures for coordination are established with the elected/ appointed officials of sub-jurisdictions (e.g., County to City).

Attribute 6.3 Inter-jurisdictional coordination is established with organizations and agencies from neighboring jurisdictions.

Characteristics

Yes	Partial	No	NA	6.3.1	Procedures for coordination are established with neighboring jurisdictions.
Yes	Partial	No	NA	6.3.2	Procedures for coordination are established with State-level voluntary organizations.

Attribute 6.4 The jurisdiction establishes coordination with the Illinois Emergency Management Agency and other State agencies.

Characteristics

Yes	Partial	No	NA	6.4.1	The jurisdiction participates in Illinois Emergency Management Agency meetings, conferences and working groups.
Yes	Partial	No	NA	6.4.2	The jurisdiction has procedures for coordination with the Illinois Emergency Management Agency in accordance with the Illinois Emergency Operations Plan.

EMF # 6 Total "Yes" Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".

EMF # 6 Total "NA" Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".

EMF # 6 Total "Partial" Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 7 - COMMUNICATIONS AND WARNING			
		Attribute 7.1	Communications system capabilities are established.
		Characteristics	
Yes	Partial	No	NA
7.1.1	Procedures exist to coordinate available public and private communications systems and equipment (e.g., RACES, ARES, etc.).		
7.1.2	Primary and backup communications systems are developed, tested and maintained.		
7.1.3	Frequency use procedures and protocols are developed and implemented.		
7.1.4	A system to ensure backup power and emergency power generation to critical communication system components is developed.		
7.1.5	Procedures exist to request the activation/augmentation of State communications system capabilities.		
7.1.6	The jurisdiction has secure communications capability and procedures with law enforcement and other consequence management agencies for WMD terrorism response.		
		Attribute 7.2	Existing EOC communications systems are capable of supporting emergency requirements.
		Characteristics	
7.2.1	Reliable communications exist between the EOC and other local agencies with assigned emergency responsibilities.		
7.2.2	Reliable communications exist between the EOC and adjacent local jurisdictions.		
7.2.3	Reliable communications exist between the EOC and the Emergency Alert System (EAS) broadcasters.		
7.2.4	Reliable communications exist between the EOC and the State EOC.		
7.2.5	Reliable communications exist between EOC and non-governmental organizations with assigned emergency responsibilities.		
7.2.6	Amateur radio or other auxiliary communications equipment is integrated into the local communications system.		
7.2.7	EOC communications have a 24-hour operational capability, either on-site or remotely.		
7.2.8	For jurisdictions with Federal/State regulatory programs (i.e., REP, CSEPP), reliable communications exist between the facility's near-site Operations Center and local EOCs and specialized response teams.		
		Attribute 7.3	Alternate communications systems are identified for use in an emergency.
		Characteristics	
7.3.1	Mobile or transportable telecommunications systems are identified for relocation to the affected areas.		
7.3.2	The jurisdiction has satellite communications capability.		

Yes Partial No NA 7.3.3 The jurisdiction has computer based communications systems i.e., LAN/WAN, Internet.

Yes Partial No NA 7.3.4 The jurisdiction has radio based communications systems.

Yes Partial No NA 7.3.5 Public/private communications system resources are identified, coordinated and tested for alternate communications systems.

Attribute 7.4 The jurisdiction has a reliable Warning System.

Characteristics

Yes Partial No NA 7.4.1 The jurisdiction has a functional primary and alternate warning system in place.

Yes Partial No NA 7.4.2 The local Warning Point is identified and has 24 hour, 7 days-a-week staffing.

Yes Partial No NA 7.4.3 Warnings are received and disseminated in a timely manner.

Yes Partial No NA 7.4.4 The system is capable of warning special needs populations.

Yes Partial No NA 7.4.5 The system is capable of warning special locations, e.g., schools, hospitals, nursing homes, etc.

Yes Partial No NA 7.4.6 Citizens are educated on the uses of the warning systems (i.e., sirens).

Yes Partial No NA 7.4.7 A testing and maintenance schedule is developed and systems are practiced.

EMF # 7 Total "Yes" Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".

EMF # 7 Total "NA" Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".

EMF # 7 Total "Partial" Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 8 - OPERATIONS AND PROCEDURES

Attribute 8.1 The jurisdiction has developed procedures for conducting Needs Assessments.

Characteristics

Yes Partial No NA 8.1.1 The jurisdiction conducts a needs assessment in a disaster to identify life support requirements, critical infrastructure needs and other key issues.

Yes Partial No NA 8.1.2 Procedures are established to analyze and prioritize the needs; determine local availability of resources; or, submit request to the State.

Attribute 8.2 The jurisdiction has developed procedures for conducting Damage Assessments.

		Characteristics	
Yes	Partial	No	NA
8.2.1	The jurisdiction has developed procedures to activate and deploy damage assessment teams to collect damage information.		
8.2.2	The jurisdiction has the ability to obtain predisaster maps, photographs and other documents.		
8.2.3	The jurisdiction has developed procedures to compile local data and submit preliminary Damage Assessment reports.		
8.2.4	The jurisdiction has developed procedures to identify unsafe structures.		
8.2.5	Personnel have received training in damage assessment procedures consistent with State requirements.		
Attribute 8.3		The jurisdiction has developed procedures for requesting disaster assistance.	
		Characteristics	
8.3.1	Staff is familiar with the provisions for requesting disaster assistance under the Illinois Emergency Management Agency Act.		
8.3.2	Staff is familiar with the local requirements associated with State and Federal disaster assistance.		
Attribute 8.4		The jurisdiction has developed administrative procedures supporting pre-, trans-, and post-disaster response and recovery operations.	
		Characteristics	
8.4.1	Emergency response procedures incorporate the Incident Command System (ICS) or ESF concept.		
8.4.2	Staff action guides/field operations guides have been developed.		
8.4.3	Procedures are developed to augment existing human resources during disaster operations.		
8.4.4	Procedures are developed for information gathering and assessment.		
8.4.5	Procedures are developed to generate post emergency disaster reports.		
8.4.6	Procedures are developed to conduct formal post emergency/disaster critiques.		
8.4.7	Procedures are developed for a Corrective Action Program.		
8.4.8	Procedures are developed to support regulatory programs.		

Attribute 8.5 The jurisdiction has developed procedures for Military Support operations.

Characteristics

Yes Partial No NA 8.5.1 Procedures are developed for the coordination of National Guard personnel and equipment in an emergency.

Yes Partial No NA 8.5.2 Procedures are developed to provide for coordination with Department of Defense (DoD) military units. (e.g., first response capabilities, communications, mass feeding, medical services, and civil engineering support.)

Attribute 8.6 The jurisdiction has developed procedures for Law Enforcement operations.

Characteristics

Yes Partial No NA 8.6.1 Procedures are developed to deploy local law enforcement personnel and equipment.

Yes Partial No NA 8.6.2 Procedures are in place to provide security to critical locations (e.g., EOC, incident sites, key facilities, crime scene).

Yes Partial No NA 8.6.3 Procedures are in place to augment local resources with State law enforcement.

Yes Partial No NA 8.6.4 Procedures are in place for local law enforcement resources to augment State and Federal law enforcement led operations within the jurisdiction.

Attribute 8.7 The jurisdiction has developed procedures for Transportation operations.

Characteristics

Yes Partial No NA 8.7.1 Procedures are developed for coordination of available public and private transportation resources.

Yes Partial No NA 8.7.2 Procedures are developed for the deployment of personnel to support and maintain transportation resources.

Attribute 8.8 The jurisdiction has developed procedures for Public Works and Engineering operations.

Characteristics

Yes Partial No NA 8.8.1 Procedures are developed to activate emergency repair of the transportation and utility systems.

Yes Partial No NA 8.8.2 Procedures are developed for debris removal/disposal when necessary.

Yes Partial No NA 8.8.3 Procedures are in place to augment resources with Mutual Aid assets.

Attribute 8.9 The jurisdiction has developed procedures for Firefighting operations.

Characteristics

Yes Partial No NA 8.9.1 Procedures are developed to support the roles and responsibilities of the Fire Department during disaster operations.

Yes Partial No NA 8.9.2 Procedures for requesting intra- and inter-jurisdictional mutual aid are developed.

Yes Partial No NA 8.9.3 Procedures are developed to request Mutual Aid and/or State firefighting resources during disasters.

		Attribute 8.10	The jurisdiction has developed procedures for Mass Care operations.
		Characteristics	
Yes	Partial	No	NA
8.10.1	Procedures are developed for providing short- and long-term sheltering of disaster victims.		
8.10.2	Procedures for coordination among mass care agencies are developed to expedite the delivery of supplies and equipment to areas of need.		
8.10.3	Procedures are developed to assist in the provision of food, potable water, medical assistance and the social service needs of disaster victims.		
8.10.4	Procedures are developed to provide counseling services for disaster victims.		
8.10.5	Procedures are developed to provide for information services (e.g., location and contact of victims).		
8.10.6	Procedures are developed for the distribution of food stamps, and other forms of disaster assistance.		
		Attribute 8.11	The jurisdiction has developed procedures for Resource Support for operations.
		Characteristics	
8.11.1	Procedures are developed for the identification of critical resources.		
8.11.2	Procedures are developed for the prioritization of disbursement of scarce resources (e.g., emergency generators, fuel, water, etc.).		
8.11.3	The jurisdiction coordinates the use of State/local equipment, supplies and personnel in support of response and recovery operations.		
8.11.4	Procedures are developed to identify and resolve unmet disaster infrastructure needs.		
8.11.5	Procedures are developed to identify and resolve unmet disaster human needs.		
8.11.6	The jurisdiction maintains an inventory control and delivery system.		
		Attribute 8.12	The jurisdiction has developed procedures for Public Health operations.
		Characteristics	
8.12.1	Procedures are developed for a public health response to disasters including, disease, vector, waste, food, and water control.		
8.12.2	Procedures are developed for the coordination with State/Federal public health officials in the event of a public health emergency.		
8.12.3	Procedures for the coordination of information between Public Health officials and allied health professionals are developed in the event of a public health emergency.		
8.12.4	Procedures for the Direction, Control and Coordination of the jurisdiction's response to a public health emergency are developed.		
8.12.5	Procedures are developed to inform the public of major environmental and health hazards.		
		Attribute 8.13	The jurisdiction has developed procedures for Medical services operations.

		Characteristics			
Yes	Partial	No	NA	8.13.1	Procedures are developed for the coordinated medical response to disasters.
Yes	Partial	No	NA	8.13.2	Procedures are developed for inter-hospital communication/ information sharing of the signs and symptoms of potential public health emergencies.
Yes	Partial	No	NA	8.13.3	Facility disaster plans are tested at least annually.
Yes	Partial	No	NA	8.13.4	A system for alerting doctors' offices/urgent care facilities/other medical facilities of possible epidemics is developed and tested.
Yes	Partial	No	NA	8.13.5	The medical community (hospitals, doctors' offices, etc.) has developed procedures for the decontamination of patients prior to entry into the facility.
Yes	Partial	No	NA	8.13.6	Procedures have been developed for the use of mutual aid Emergency Medical System (EMS) resources in the event of a disaster.
Yes	Partial	No	NA	8.13.7	Protocols are developed for the administration of specific pharmaceuticals by medical personnel, to include EMS personnel, particularly in the area of WMD incidents (i.e. atropine and 2-PamCl).
Yes	Partial	No	NA	8.13.8	Procedures have been developed and personnel have been trained in the use of appropriate Personal Protective Equipment (PPE) by medical personnel depending on the nature of the incident.
Yes	Partial	No	NA	8.13.9	Procedures are developed for mental health/crisis counseling in a disaster situation.
Yes	Partial	No	NA	8.13.10	Procedures are developed for mass casualty operations.
Yes	Partial	No	NA	8.13.11	Procedures are developed for the integration of a Disaster Medical Assistance Team (DMAT) into disaster operations.
Yes	Partial	No	NA	8.13.12	Procedures are developed for the integration of a Metropolitan Medical Strike Team into disaster operations.
Yes	Partial	No	NA	8.13.13	Procedures are developed for the care and transportation of special needs populations.

Attribute 8.14 The jurisdiction has developed procedures for Mortuary operations.

		Characteristics			
Yes	Partial	No	NA	8.14.1	Procedures for mass fatality operations are developed.
Yes	Partial	No	NA	8.14.2	Procedures for the Family Assistance requirements are developed.
Yes	Partial	No	NA	8.14.3	Memorandums of Understanding are developed with local funeral homes in the event of a mass fatality incident.
Yes	Partial	No	NA	8.14.4	Security procedures are developed for mass fatality operations.
Yes	Partial	No	NA	8.14.5	The jurisdiction has exercised its mass fatality plan to include the activation and setup of a temporary morgue.

Attribute 8.15 The jurisdiction has developed procedures for Search and Rescue operations.

		Characteristics	
Yes	Partial	No	NA
8.15.1	The jurisdiction maintains a current inventory of equipment and trained personnel for search and rescue operations, as appropriate.		
8.15.2	Procedures are developed to activate search and rescue personnel, based on the type of SAR mission.		
8.15.3	Procedures are developed to integrate State/Federal SAR assets into the jurisdiction's incident command system.		
8.15.4	The jurisdiction's SAR personnel are provided training to support the different requirements of a SAR incident.		
		Attribute 8.16 The jurisdiction has developed procedures for Hazardous Materials (HAZMAT) operations.	
		Characteristics	
8.16.1	Procedures are developed in accordance with local/State/Federal regulations.		
8.16.2	Procedures are developed to activate and deploy a Hazardous Materials Response Team, as appropriate.		
8.16.3	Procedures are developed to request intra- and inter-jurisdictional HAZMAT mutual aid.		
8.16.4	Procedures are developed to coordinate the response and recovery issues with public/private HAZMAT resources.		
8.16.5	HAZMAT response team members train and participate in disaster exercises annually, as appropriate.		
		Attribute 8.17 The jurisdiction has developed procedures for the management of Donated Goods.	
		Characteristics	
8.17.1	Procedures are developed to facilitate the distribution of donations.		
8.17.2	An inventory and database of donated goods is available.		
8.17.3	Procedures are developed for the coordination of the infrastructure facility requirements (e.g., control points, staging areas, distribution centers).		
8.17.4	Procedures are developed for the implementation and management of a donations hotline.		
		Attribute 8.18 The jurisdiction has developed procedures for the coordination of Volunteer Services.	
		Characteristics	
8.18.1	An inventory and database of volunteer services are developed.		
8.18.2	Procedures are developed to facilitate the deployment of volunteers in a disaster.		
8.18.3	Procedures are developed to reduce the jurisdiction's liability in the use of convergent volunteers (e.g., pre-deployment training, etc.)		

Yes	Partial	No	NA	8.18.4	Procedures are developed to manage convergent volunteers.
				Attribute 8.19	The jurisdiction has developed procedures for the coordination of Energy and Utilities services during disaster operations.
				Characteristics	
Yes	Partial	No	NA	8.19.1	Procedures are developed for the repair and restoration priorities for critical infrastructures.
Yes	Partial	No	NA	8.19.2	Critical energy facilities are pre-identified.
				Attribute 8.20	The jurisdiction has developed procedures to provide for animal populations in disaster response.
				Characteristics	
Yes	Partial	No	NA	8.20.1	Procedures are developed to provide for the health and safety of farm/work animals in disaster operations.
Yes	Partial	No	NA	8.20.2	Procedures are developed to provide for the health and safety of family pets in disaster operations.
Yes	Partial	No	NA	8.20.3	Procedures are developed for establishing shelter facilities for animals.
				Attribute 8.21	The jurisdiction has developed procedures for WMD Terrorism operations.
				Characteristics	
Yes	Partial	No	NA	8.21.1	The jurisdiction has developed deployment procedures for WMD incidents.
Yes	Partial	No	NA	8.21.2	Procedures include the awareness of, and activities associated with the potential use of secondary devices.
Yes	Partial	No	NA	8.21.3	The jurisdiction has identified local, State, and Federal resources (teams and equipment) capable of responding to WMD terrorism incidents.
Yes	Partial	No	NA	8.21.4	Response procedures incorporate the use of specialized teams (e.g., EOD, MMST, DMAT, etc.)
Yes	Partial	No	NA	8.21.5	Procedures address both Crisis Management and Consequence Management aspects of a WMD terrorism event, including activities during a threat period.
Yes	Partial	No	NA	8.21.6	Procedures are developed for the coordinated response to Nuclear, Biological and Chemical emergencies.
Yes	Partial	No	NA	8.21.7	Procedures are developed for the mass decontamination of victims of a WMD event, both on-site and self-referring victims to medical facilities.

		Attribute 8.22	The jurisdiction has developed procedures for the protection and storage of vital records.	
		Characteristics		
Yes	Partial	No	NA	8.22.1 The jurisdiction has identified the types of vital records that it produces as a result of conducting business.
Yes	Partial	No	NA	8.22.2 The jurisdiction identifies the types of vital records that are required by statutory authority to be maintained and the length of time they are required to be maintained.
Yes	Partial	No	NA	8.22.3 The jurisdiction has developed procedures for the on-site protection of these vital records.
Yes	Partial	No	NA	8.22.4 The jurisdiction has developed procedures for the backing-up of vital records in the event of damage to the original record.
Yes	Partial	No	NA	8.22.5 The jurisdiction has developed procedures for the storage of the original and back-up copies of these records.
Yes	Partial	No	NA	8.22.6 The jurisdiction's Continuity of Operations (COOP) plans addresses the procedures for the recovery of damaged vital records.
EMF # 8	Total "Yes"	<input type="text"/>		Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 8	Total "NA"	<input type="text"/>		Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 8	Total "Partial"	<input type="text"/>		Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 9 - LOGISTICS AND FACILITIES

		Attribute 9.1	The primary and alternate Emergency Operations Centers (EOCs) have the capability to sustain emergency operations for the duration of the emergency.	
		Characteristics		
Yes	Partial	No	NA	9.1.1 The design/construction of the EOC is based on the hazards of the jurisdiction (flood plain, tornado, etc.)
Yes	Partial	No	NA	9.1.2 The EOC has adequate space for the emergency operations staff and equipment.
Yes	Partial	No	NA	9.1.3 The EOC complies with the requirements of the Americans with Disabilities Act (ADA).
Yes	Partial	No	NA	9.1.4 The EOC has adequate furnishings, office equipment, supplies and replacement parts.
Yes	Partial	No	NA	9.1.5 The jurisdiction has incorporated adequate information technology in the design of EOC processes and equipment.

Yes	Partial	No	NA	9.1.6	The EOC has adequate sanitary facilities.
Yes	Partial	No	NA	9.1.7	The EOC has an emergency generator with an adequate fuel supply.
Yes	Partial	No	NA	9.1.8	EOC equipment is tested and maintained on a regular basis.
Yes	Partial	No	NA	9.1.9	The EOC has built-in fire protection and other safety devices (e.g., sprinklers, etc.).
Yes	Partial	No	NA	9.1.10	The EOC has adequate facilities for food storage/preparation.
Yes	Partial	No	NA	9.1.11	The EOC has security procedures in place to prevent entrance of unauthorized personnel.

Attribute 9.2 The jurisdiction has developed logistics management and operations plans.

Characteristics

Yes	Partial	No	NA	9.2.1	Standard Operating Procedures (SOPs) are developed for logistics management.
Yes	Partial	No	NA	9.2.2	A resource inventory process is developed supporting the logistics management plan (e.g., conducting inventories, rotating supplies with shelf life, and establishing critical stocking levels).
Yes	Partial	No	NA	9.2.3	Warehouse sites are identified to store critical resources.
Yes	Partial	No	NA	9.2.4	Procedures are in place to obtain critical commodities or services from contractors.
Yes	Partial	No	NA	9.2.5	Processes are in place to track the movement of ordered commodities.
Yes	Partial	No	NA	9.2.6	Specifications are developed and suppliers are pre-identified for commonly needed commodities.
Yes	Partial	No	NA	9.2.7	Procedures are developed for receiving commodities and reporting discrepancies.
Yes	Partial	No	NA	9.2.8	Procedures are developed for disposing of items that are damaged, destroyed or expendable.
Yes	Partial	No	NA	9.2.9	A program for scheduled maintenance of physical equipment is performed.
Yes	Partial	No	NA	9.2.10	Procedures are developed for retrieving and rehabilitating, for later reuse, appropriate equipment and supplies.

EMF # 9 Total "Yes" Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".

EMF # 9 Total "NA" Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".

EMF # 9 Total "Partial" Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 10 - TRAINING		
Attribute 10.1 The jurisdiction conducts an annual training needs assessment.		
Characteristics		
Yes Partial No NA	10.1.1	On an annual basis, the jurisdiction systematically identifies performance problems that can be solved through training and determines those existing courses that can solve or mitigate the performance shortfalls.
Yes Partial No NA	10.1.2	For identified performance problems and where no training activity exists, the jurisdiction analyzes identified performance tasks and incorporates those findings into future course designs.
Yes Partial No NA	10.1.3	On an annual basis, the jurisdiction develops and publishes a schedule of training activities that meet identified needs.
Yes Partial No NA	10.1.4	The jurisdiction maintains records of training, e.g., personnel trained, courses completed, certifications, expiration dates, etc.
Attribute 10.2 The jurisdiction's emergency management training program incorporates courses from various government, private, and voluntary agencies.		
Characteristics		
Yes Partial No NA	10.2.1	The training program includes locally developed emergency management courses.
Yes Partial No NA	10.2.2	The training program includes State emergency management courses.
Yes Partial No NA	10.2.3	The training program includes Federal emergency management courses.
Yes Partial No NA	10.2.4	The training program includes voluntary agency courses (i.e., American Red Cross).
Yes Partial No NA	10.2.5	The training program includes private-sector emergency management courses.
Yes Partial No NA	10.2.6	The training program includes non-emergency management specific courses (e.g., computer, leadership/management, customer service, etc.)
Attribute 10.3 The jurisdiction provides/offers training to all personnel with assigned emergency management responsibilities.		
Characteristics		
Yes Partial No NA	10.3.1	Training is provided/offered to the elected/public officials.
Yes Partial No NA	10.3.2	Training is provided/offered to Department/Agency heads.

Yes	Partial	No	NA	10.3.3	Training is provided/offered to the emergency response organizations (e.g., fire department, law enforcement, mass care, etc.)
Yes	Partial	No	NA	10.3.4	Training is provided/offered to EOC staff.
Yes	Partial	No	NA	10.3.5	Training is provided/offered to non-EOC government employees with emergency assignments.
Yes	Partial	No	NA	10.3.6	Training is provided/offered to voluntary agencies.
Yes	Partial	No	NA	10.3.7	Training is provided/offered to the identified response teams (e.g., damage assessment, needs assessment, etc.)

Attribute 10.4 Jurisdiction-specific training courses have been developed for staff with assigned emergency management responsibilities.

Characteristics

Yes	Partial	No	NA	10.4.1	Jurisdiction-specific training courses provide an overview of the EOP.
Yes	Partial	No	NA	10.4.2	Jurisdiction-specific training courses provide the students with the established emergency management roles and responsibilities specific to their organization/agency.
Yes	Partial	No	NA	10.4.3	Jurisdiction-specific training courses provide the students with the policies and procedures for performing their assigned duties.
Yes	Partial	No	NA	10.4.4	Students are provided with checklists, job aids, and/or field operating guides.

Attribute 10.5 The jurisdiction promotes professionalism among the collective emergency management personnel.

Characteristics

Yes	Partial	No	NA	10.5.1	Staff attends local, State, Regional sponsored seminars and conferences.
Yes	Partial	No	NA	10.5.2	Staff participates as instructors/facilitators of courses at the local and/or the State level.
Yes	Partial	No	NA	10.5.3	Staff belongs/participates in local, State and/or National emergency management associations.
Yes	Partial	No	NA	10.5.4	Staff is encouraged to achieve the IAEM's Associate or Certified Emergency Manager credential.

EMF # 10 Total "Yes"	<input type="text"/>	Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 10 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 10 Total "Partial"	<input type="text"/>	Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

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Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

EMF 11 - EXERCISES, EVALUATIONS AND CORRECTIVE ACTIONS			
		Attribute 11.1	The jurisdiction has established an Emergency Management Exercises Program.
		Characteristics	
Yes	Partial	No	NA
11.1.1	A staff position is identified to coordinate the development and implementation of emergency management exercises.		
Yes	Partial	No	NA
11.1.2	The local exercise coordinator has adequate access to policy and decision-making officials and to budget and support staff resources to conduct the exercises.		
Yes	Partial	No	NA
11.1.3	The jurisdiction utilizes technical assistance from various levels of government and private entities during the exercise planning.		
Yes	Partial	No	NA
11.1.4	Actual disaster/emergency operations experience is factored into exercise planning.		
Yes	Partial	No	NA
11.1.5	Results of the Hazard Identification and Risk Assessment are factored into the exercise planning.		
Yes	Partial	No	NA
11.1.6	Data from the Corrective Action Program or lessons learned is factored into exercise planning.		
		Attribute 11.2	The jurisdiction exercises the Emergency Operations Plan (EOP) on an annual basis.
		Characteristics	
Yes	Partial	No	NA
11.2.1	The jurisdiction sponsors and conducts a functional, full-scale, or tabletop exercise annually.		
Yes	Partial	No	NA
11.2.2	The jurisdiction participates in one or more functional, full-scale, or tabletop exercise sponsored by Federal, State or local government department/agency annually.		
		Attribute 11.3	A multi-year exercise schedule is published and maintained.
		Characteristics	
Yes	Partial	No	NA
11.3.1	The schedule incorporates regulatory required, intra-jurisdictional, multi-jurisdictional, State, and Federally sponsored exercises.		
Yes	Partial	No	NA
11.3.2	The schedule is updated and published at least semiannually.		
Yes	Partial	No	NA
11.3.3	The schedule is developed in consultation with local and State departments and agencies.		

		Attribute 11.4	Exercises for hazard-specific programs comply with necessary regulatory requirements.
		Characteristics	
Yes	Partial	No	NA
11.4.1	Radiological Emergency Preparedness (REP) exercises are conducted.		
Yes	Partial	No	NA
11.4.2	Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises are conducted.		
Yes	Partial	No	NA
11.4.3	Dam Emergency Action Plan (EAP) exercises are conducted as required by the Federal Energy Regulatory Commission (FERC).		
Yes	Partial	No	NA
11.4.4	SARA Title III exercises are conducted.		
		Attribute 11.5	The jurisdiction has exercised the EOP and implementing documents using a WMD terrorism response scenario in the past two years.
		Characteristics	
Yes	Partial	No	NA
11.5.1	The jurisdiction has conducted or participated in a tabletop or functional exercise using a WMD terrorism scenario.		
Yes	Partial	No	NA
11.5.2	The jurisdiction has conducted or participated in a full-scale exercise using a WMD terrorism scenario.		
Yes	Partial	No	NA
11.5.3	The jurisdiction has participated in a State or Federal tabletop or functional exercise using a WMD terrorism scenario.		
Yes	Partial	No	NA
11.5.4	The jurisdiction has participated in a State or Federal full-scale exercise using a WMD terrorism scenario within the past two years.		
		Attribute 11.6	The jurisdiction's emergency management exercise program contains an evaluation component.
		Characteristics	
Yes	Partial	No	NA
11.6.1	The jurisdiction's exercise evaluation methodology is based on clearly delineated evaluation principles.		
Yes	Partial	No	NA
11.6.2	The evaluation principles are formally documented, designed for easy use and implementation, and reviewed to ensure their ongoing validity.		
		Attribute 11.7	The jurisdiction utilizes a Corrective Action Program or lessons learned to strengthen their emergency management program.
		Characteristics	
Yes	Partial	No	NA
11.7.1	The jurisdiction has developed corrective action guidance documents.		
Yes	Partial	No	NA
11.7.2	Corrective action guidance is applicable to local agencies with emergency management responsibility.		
Yes	Partial	No	NA
11.7.3	The Corrective Action Program uses the lessons learned from exercises and actual disasters to modify the EOP and associated SOPs, checklists, and Field Operating Guides, and training.		

EMF # 11 Total "Yes"	<input type="text"/>	Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 11 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 11 Total "Partial"	<input type="text"/>	Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

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Characteristic # and Comments:

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Characteristic # and Comments:

EMF 12 - PUBLIC EDUCATION & INFORMATION

Attribute 12.1 **An Emergency Preparedness Public Education Program is established.**

Characteristics

Yes	Partial	No	NA	12.1.1	A program of public awareness to inform citizens about hazards and risk reduction is established using means such as public education materials (e.g., brochures), articles published in newspapers and public service announcements.
Yes	Partial	No	NA	12.1.2	Seasonal hazard information supplements are published in newspapers and aired on radio and television.
Yes	Partial	No	NA	12.1.3	Emergency preparedness program information is inserted in telephone directories.
Yes	Partial	No	NA	12.1.4	Annual school programs are developed to enhance knowledge of emergency preparedness.
Yes	Partial	No	NA	12.1.5	Family and neighborhood self help disaster planning programs are established.
Yes	Partial	No	NA	12.1.6	Business and industry programs are developed to enhance knowledge of emergency preparedness.
Yes	Partial	No	NA	12.1.7	Programs are developed for key government employees to enhance their knowledge of emergency preparedness.
Yes	Partial	No	NA	12.1.8	Outreach to professional associations, community organizations and special event planners (e.g., fairs) is established.
Yes	Partial	No	NA	12.1.9	On an annual basis, REP States provide information to the public regarding notification procedures and the actions to be taken in a radiological emergency.
Yes	Partial	No	NA	12.1.10	The jurisdiction participates in the Community Emergency Response Team (CERT) Program.

		Attribute 12.2	Procedures are established for disseminating and managing emergency public information in a disaster.
		Characteristics	
Yes	Partial	No	NA
12.2.1	Procedures for recording and releasing casualty figures are established.		
12.2.2	EAS plan and procedures are maintained and updated periodically.		
12.2.3	Public Service Announcement (PSA) scripts are prepared and updated.		
12.2.4	Agreements are in place with local radio, TV, cable TV, newspapers, and other media.		
12.2.5	Alternate methods for contacting media are established.		
12.2.6	The dissemination of information on disaster assistance programs is coordinated between the local PIO and the State Community Relations staff.		
12.2.7	Procedures to minimize family separation are established (e.g., information on known dead, missing persons, patients in hospitals, evacuees).		
12.2.8	Procedures for rumor control are established (i.e., hotline).		
12.2.9	Procedures are developed for the dissemination of individual and human needs information.		
		Attribute 12.3	Procedures are developed to establish and operate a Joint Information Center (JIC).
		Characteristics	
12.3.1	The jurisdiction has identified pre-established JIC location(s).		
12.3.2	The jurisdiction pre-identifies fixed and mobile equipment (e.g., computers, phone lines, two-way radios, faxes, copiers, etc.)		
12.3.3	Standard Operating Procedures for the JIC are established and maintained.		
12.3.4	A protocol for handling media inquiries has been established.		
12.3.5	Memoranda of Understanding with other local agency PIOs are in-place.		
12.3.6	A PIO contact list is established for communications with Federal/ State agencies and other local governments.		
12.3.7	JIC SOPs include training and exercise requirements.		
12.3.9	Media lists are established and updated annually.		
12.3.10	Boiler plate news releases, flyers, and public service announcements are established.		

EMF # 12 Total "Yes"	<input type="text"/>	Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 12 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 12 Total "Partial"	<input type="text"/>	Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

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Characteristic # and Comments:

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EMF 13 - FINANCE AND ADMINISTRATION

Attribute 13.1 **The jurisdiction has established an Administrative System for day-to-day operations.**

Characteristics

Yes Partial No NA 13.1.1 Employee job descriptions are developed.

Yes Partial No NA 13.1.2 The jurisdictions comply with Equal Employment Opportunity Commission (EEOC) requirements.

Yes Partial No NA 13.1.3 The jurisdiction has developed personnel policies and procedures.

Yes Partial No NA 13.1.4 The jurisdiction has an established auditing process.

Attribute 13.2 **A local EM Program Administration System has been established.**

Characteristics

Yes Partial No NA 13.2.1 A strategic plan is reviewed and updated based on an annual review of program.

Yes Partial No NA 13.2.2 Requirements associated with the State Emergency Management Performance Grants are a part of the local strategic plan.

Attribute 13.3 **An Emergency Administrative Program is established for emergency operations.**

Characteristics

Yes Partial No NA 13.3.1 The jurisdiction has developed administration plans (i.e., emergency hiring, purchasing).

Yes Partial No NA 13.3.2 Emergency job descriptions are developed.

Yes Partial No NA 13.3.3 Procedures are developed for performing essential administrative activities during emergency operations.

Yes Partial No NA 13.3.4 The jurisdiction has a purchasing/procurement unit within its Finance and Administration Section to administer all contractual matters during emergency operations.

Yes Partial No NA 13.3.5 The jurisdiction maintains "standby" contracts for resources in the event of disasters.

Yes	Partial	No	NA	13.3.6	The jurisdiction has the capability to suspend competitive procurement procedures during disaster events.
Yes	Partial	No	NA	13.3.7	The jurisdiction has procedures for handling all compensations and claims issues.
Yes	Partial	No	NA	13.3.8	Procedures are developed for the management of temporary emergency personnel to meet disaster response needs.
Yes	Partial	No	NA	13.3.9	Departments/agencies are responsible for keeping vital records (e.g., personnel and equipment).
Attribute 13.4 An Emergency Fiscal Program is established.					
Characteristics					
Yes	Partial	No	NA	13.4.1	A budget and accounting system is established to track and document costs during emergency operations.
Yes	Partial	No	NA	13.4.2	Procedures are established to ensure the safety of cash, checks, accounts receivable, and assist in the protection of other valuable documents/records, as well as the issue of necessary checks.
Yes	Partial	No	NA	13.4.3	An emergency payroll system is established.
Yes	Partial	No	NA	13.4.4	Departments/agencies have identified personnel to be responsible for documentation of disaster costs.
Yes	Partial	No	NA	13.4.5	Departments/agencies have provisions for emergency fiscal record keeping in their emergency procedures.
Yes	Partial	No	NA	13.4.6	Procedures are developed for the coordination and acquisition of supplies, equipment, and services in support of emergency response efforts.
Yes	Partial	No	NA	13.4.7	Procedures are developed for the governing body to appropriate or allocate funds to meet disaster expenditure needs.
Yes	Partial	No	NA	13.4.8	Copies of current regulations, applications, forms, and program guidance concerning Federal and State emergency response and recovery reimbursement programs are maintained at the local government level.

EMF # 13 Total "Yes"	<input type="text"/>	Total Characteristics Exhibited, marked "Yes". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Yes", Column "A".
EMF # 13 Total "NA"	<input type="text"/>	Total Characteristics marked "Not Applicable". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "NA", Column "F".
EMF # 13 Total "Partial"	<input type="text"/>	Total Characteristics marked "Partial". Number entered should also be entered in ILCAR Results, "Total # of Characteristics Marked "Partial", Column "B".

*If any characteristics were marked "Partial", please provide comments below. If you need more space, more is provided at the end of the "ILCAR Body" section.

Characteristic # and Comments:

Characteristic # and Comments:

Characteristic # and Comments:

FFY02

ILCAR

The Illinois Local Capabilities Assessment for Readiness

Congratulations on your completion of the FFY02 ILCAR. Results can be determined by following the directions contained in the ILCAR foreword section as well as in the ILCAR Results form. To submit the ILCAR to your IEMA Region, copy the document and ILCAR Results, fill in the information on the bottom of this page, then send copies of the ILCAR document, ILCAR Results and this signature page to your Regional Office. The deadline for FFY02 ILCAR submission is 9/15/01.

JURISDICTION: _____

COMPLETED BY: _____

TITLE: _____

Date: _____

Comments - Additional Space

For any characteristics determined to be "Partial" (partially exhibited by the jurisdiction) that were not already addressed in the space provided after each EMF within the ILCAR document.

Characteristic # and Comments:
